

**The Town of West Hartford  
Announces An Open Competitive Examination  
For the Position of**

**Assistant Director of Human Resources (Non-Union)**

**Application Deadline**

Until Filled

Initial review of candidates – **September 27, 2019**

**Salary Range:**

\$100,282 - \$124,280 (eff. 7/1/16)

**Job Purpose**

Under general direction of the Executive Director of Human Resources, manages a comprehensive personnel program and directs the broad range of activities of the Town's Human Resources Department. Work is performed with considerable independence and initiative and with the widest possible latitude for the exercise of professional judgment. Work is reviewed on the basis of outcomes and objectives achieved. May act in the absence of the Executive Director of Human Resources, as designated.

**Essential Job Functions**

- Assists the Executive Director of Human Resources in the day-to-day management of the Human Resources Department; Oversees the effective implementation of human resources programs and services; Manages activities involved in recruitment and testing, position classification and pay administration, compensation and benefit administration, collective bargaining, employee training and development, employee records administration, employee relations, affirmative action, pension administration, risk management administration and/or related functional areas as defined by the Executive Director.
- Establishes performance standards, reviews and evaluates work performance of subordinate personnel and recommends merit increases as appropriate. Assures organizational and individual goals are achieved. Interprets Personnel Rules, policies and procedures and enforces regulations and applicable contract agreements, including the adjustment of grievances.
- Oversees budget preparation, presents justification for budget requests, and monitors budget expenditures for operational efficiency; reviews and approves personnel actions, purchasing requisitions and agreements; maintains equipment and supplies inventory; and authorizes necessary administrative actions.
- Conducts research and other studies; Develops procedural and policy recommendations; Develops and submits new personnel policies for approval.

- Maintains contact with all Town departments to determine changing personnel needs and problems; Coordinates departmental personnel activities and explains personnel policies, procedures, and regulations.
- Advises and consults with Town management, labor representatives, employees, retirees, and representatives of other jurisdictions regarding a variety of personnel actions, laws, programs and services.
- Monitors legislation and labor union agreements and develops policies, programs and procedures to ensure compliance with federal, state, and local laws, regulations and agreements.
- Serves on the Town's labor negotiation team and participates in the preparation, negotiation, and implementation of collective bargaining agreements.
- Meets and confers with staff members, job applicants, and employees or their representatives to discuss and resolve personnel matters.
- Investigates and resolves complex employment and employee relations complaints and issues.
- Responds to general inquiries or public complaints regarding human resources operations. Works with staff to provide the highest degree of customer service and satisfaction.
- Advises the Executive Director of Human Resources on unusual personnel trends and problems.
- Prepares reports and presentations related to assigned responsibilities; Prepares special studies and reports at the request of the Executive Director of Human Resources or Town Manager.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Performs tasks and functions of the Human Resources Specialist.

### **Additional Job Responsibilities**

- Assumes responsibility for continuing education and professional development for self and subordinate personnel.
- Promotes a responsive customer service orientation within the department and organization.

- Represents the department and the Town in dealing with other agencies, professional associations, public and private organizations, and the community.
- May act in the absence of the Director, as requested.

### **Knowledge, Skills, and Abilities**

- Thorough knowledge of human resources management principles and practices including recruitment, selection, labor relations, affirmative action, classification and job evaluation systems and compensation, pension and benefit administration.
- Knowledge of state and federal employment laws and the ability to apply such laws as they related to municipalities (ADA, OSHA, ADEA, FMLA, ERISA, COBRA, etc.).
- Knowledge of effective management principles and practices as they relate to leadership, communication, motivation, performance management, job design, and organizational development and the ability to apply such principles to operational human resources programs.
- Knowledge of the principles of training program development, curricula design, group dynamics, organizational analysis, and methods and techniques used in adult education.
- Knowledge of merit system principles and their application to the administration of position control, employee recruitment and selection, and position classification and pay plans.
- Knowledge of statistical concepts and research methods used in personnel administration.
- Ability to perform a broad range of management responsibility over supervisory, professional, and administrative support personnel.
- Ability to provide leadership in implementing town and departmental policies and programs.
- Ability to analyze, interpret and apply relevant applicable Federal, State and Town laws, rules and regulations.
- Ability to establish and maintain cooperative work relationships with town management, labor organization representatives, other town employees and the general public.
- Ability to build relationships and work collaboratively with individuals and groups from all levels of the organization based on trust and confidence.
- Ability to demonstrate a principle centered negotiation approach and analyze labor relations issues and propose alternative strategies.
- Ability to plan, design, and implement a wide variety of programs and services for diverse employee groups.
- Ability to initiate projects and manage priorities while balancing commitments to multiple stakeholders and operating in and being committed to a team environment.
- Ability to handle sensitive and confidential information.
- Ability to communicate in the English language with customers, clients, and the public using a telephone or in a one-on-one or group setting.
- Ability to produce technical and non-technical written documents in the English language with clearly organized thoughts with proper sentence construction, punctuation, and grammar.
- Ability to use personal or town vehicle on town business and have a driving record in compliance with the Town of West Hartford Safe Driving Policy.

## **Work Environment**

Work is performed primarily in a business office environment, which involves everyday risks or discomforts requiring normal safety precautions, and is subject to frequent interruptions and background noise. Use of safe work practices with office equipment, avoidance of trips and falls is expected. Works independently with minimum of supervision. Position requires an ability to frequently move throughout town facilities and travel to off-site locations for attendance at meetings. Must be able to work under stress from demanding deadlines, competing priorities and changing conditions. Manages and coordinates multiple priorities adhering to established timeframes and performance standards. May have occasional interactions with people who, at times, may be agitated. Attends to tasks/functions for more than sixty- (60) minutes at a time. Attendance and participation required at occasional extended night meetings outside the normal business workday, usually with advanced notice.

Has access to confidential records subject to limited disclosure pursuant to statutory prescript. Must have ability to be mobile, use hands, fingers, handle or feel objects, tools or controls to utilize business office equipment. Must be able to push/pull light objects, occasionally lifting objects up to 20 pounds. Must be able to perform such tasks as writing, typing, using a calculator, and skills which require hand-eye coordination such as using a computer. Has frequent contact with other departmental staff, representatives of other town departments, Town officials, Boards and Commissions, and other external interests. Must be able to concentrate on fine details with occasional interruption, remember multiple assignments given over long periods of time, and understand theories behind several related concepts. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.

## **Minimum Qualifications**

Graduation from college with a Master's degree in Personnel or Public Administration, Industrial Relations, Business Administration or a closely related field plus ten (10) years of professional and highly responsible experience which demonstrates the use of desired knowledge, skills and abilities in human resources administration including additional experience in a supervisory line position; or an equivalent combination of education and experience deemed equivalent by the Executive Director of Human Resources. Professional certification (PHR/SPHR, SHRM-CP/SHRM-SCP or IPMA-HR) required. CEBS designation preferred.

## **Method of Selection**

	<b><u>Weight</u></b>	<b><u>Passing Score</u></b>
Written Essay		P/F
Oral Board Examination	100%	75%

**The Town reserves the right to limit the number of qualified candidates invited to any portion of the selection process.** Telephone screening interviews may be conducted. Candidates must achieve a passing score of 75% on the Oral Board examination to have their name placed on

the Eligible List for the position. Candidates' names will be placed on the Eligible List in accordance with their oral board score.

An individual appointed to this position must satisfactorily complete a one (1) year probationary period.

### **Application Process**

To apply, submit a confidential letter of interest and resume to the attention of Patricia Morowsky, Assistant Director of Human Resources, Town of West Hartford, Suite 221, 50 South Main Street, West Hartford, CT 06107, or via e-mail at [PatM@westhartfordct.gov](mailto:PatM@westhartfordct.gov).

An evaluation of education and professional experience will determine qualified candidates and those that will be considered further. Applications will be accepted until the position has been filled. Initial review of candidates will be conducted beginning **September 27, 2019**.

All finalists shall be subject to a thorough background and reference check process.

The Town reserves the right to limit the number of qualified candidates invited to participate in any portion of the selection process.

### ***An Equal Opportunity/Affirmative Action Employer***

*The Town of West Hartford shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Department of Human Resources provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you require an accommodation in the application or testing process, please contact the Human Resources Department.*